

BISHOP CHALLONER CATHOLIC COLLEGE



Induction Information Pack

Section 1

INFORMATION



BISHOP CHALLONER CATHOLIC COLLEGE
HOME SCHOOL PARTNERSHIP AGREEMENT

OUR SCHOOL MISSION STATEMENT

*In our Community of Faith in
Bishop Challoner Catholic College
we give glory to God by developing our full potential
and in our service to others
in the name of the Father and of the Son and
of the Holy Spirit*

SCHOOL'S EDUCATIONAL RESPONSIBILITIES

We acknowledge our responsibility to support parents in their task of nurturing their children toward human wholeness within a Christian Community.

Therefore we will:

- Centre all we do on our Mission Statement to fulfil the potential of your child as a child of God.
- Nurture your child's spiritual development via prayer, retreats and enriching experiences of worship.
- Teach a curriculum that is based on the moral principles of the Catholic Church and centred in Christ.
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do, in order to reach their full potential in all aspects of school life, in line with our Mission Statement.
- Provide a secure, stimulating Christian environment in which to learn.
- Ensure that your child is valued for who he/she is and helped to make good progress in their spiritual, moral, emotional and academic development.
- Treat your child with dignity and respect, encouraging them to full human wholeness.
- Do our utmost to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills.
- Provide you with information about your child's progress on at least an annual basis and provide you with opportunities to talk to teachers.
- Keep you well informed about school policies and activities through regular letters and newsletters.
- Set, mark and monitor homework suitable to your child's needs.
- Contact you if there is a problem with your child's attendance and punctuality.
- Inform you of any concerns regarding your child's behaviour, work or health.

Signed
(For and On Behalf of the Governing Body)

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PARENTING CONTRACT

PARENT/CARER RESPONSIBILITIES

We acknowledge that we as parents or carers are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school.

Therefore I/We will:

- Support the Mission Statement of the school and the importance it gives to the spiritual growth of my child.
- Ensure my child is encouraged to show respect to teachers and those in authority.
- Ensure my child attends school every day, on time and suitably equipped.
- Inform the school (where appropriate) of any concerns or problems that might affect my child's work, behaviour or attendance.
- Give my child opportunities for home learning and support homework from school by checking and signing my child's Personal Organiser.
- Support the school's policies and guidelines for behaviour and standards.
- Attend parents' evenings and meetings about my child's progress.
- Ensure that my child wears full school uniform and has full PE kit
- Encourage my child to be enthusiastic about learning and enjoy school.
- Encourage my child to show kindness and consideration to others.
- Talk to my child about their experiences in school and encourage them to do their best.
- Ensure that the school has up-to-date information for emergency contact.
- Encourage my child to take part in extra-curricular activities.

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STUDENT RESPONSIBILITIES

I acknowledge the different and unique talents which God has given me and my responsibility to use them wisely.

Therefore I will:

- Strive to live out the Mission Statement of our school by working hard to achieve my potential and show kindness and concern to my fellow pupils and to those in need.
- Wear full school uniform and bring all the equipment I need for each lesson.
- Attend school every day and on time.
- Be polite and show consideration to others in our school community.
- Be respectful to all adults in our school community.
- Keep to the school rules so that our community can be happy and safe and allow the best of learning to take place.
- Take responsibility for all my actions.

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APPLICATION FOR FREE SCHOOL MEALS

If you require free school meals for your child/children from September, in order to comply with Local Authority Audit regulations, we need to verify your eligibility.

Bishop Challoner now subscribes to the Free School Meals Checking Service; please complete the details in Section 3 in order for us to verify your continued entitlement. Confirmation is usually received within 7 days; this is a much quicker and easier system, for both school and parents.

If you would prefer, you can process your own claim for entitlement. Please collect details from the school office.

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YARDLEY EDUCATIONAL GRANT INFORMATION

This grant is available for those living in the Old Parish of Yardley. This comprises of Yardley, Acocks Green, parts of Sheldon, Lee Village, Kitts Green, Stechford, Hall Green, Tyseley, Sparkhill, parts of Sparkbrook, Billesley and Yardley Wood.

To receive a Grant you need to be:

1. Eligible to receive Free School Meals
2. In receipt of maximum Child Tax Credit due to your income being below £16,500 p.a this year.

Up to date proof of your child's entitlement to Free School Meals must have been received by the school, please see previous page for details of FSM entitlement.

If your child is not entitled to Free School Meals you **MUST** provide a copy of your current notification letter from the tax office confirming your maximum Child Tax Credit

or

If you receive Income support, Income based JSA or Pension Credit you must provide your original notification letter for the Job Centre, Department of Works and Pensions or Pensions Service

or

If you receive Housing Benefit or Council Tax Benefit you **MUST** provide your original notification or a letter from Birmingham City Council to confirm this.

Application forms will be available on Induction Evening or from the School Reception Office. For further information contact Mrs O'Brien on 0121 444 4161.

FREQUENTLY ASKED QUESTIONS

Here are questions that are most often asked by our Year 6 parents. The accompanying answers will be helpful in preparing you for other items of clarification that you may need on Induction Evening.

QUESTION: How do I contact the school if I have a concern or a question?

ANSWER: These answers can be found in your child's Student Planner. You can speak with the Head of Year 7, your child's Form Tutor or Personal Tutor.

QUESTION: If I am really worried can I come to the school to see a specific member of staff?

ANSWER: In usual circumstances it is not possible to speak to a member of staff without an appointment as they have timetable and diary commitments. However, in cases of extreme urgency if they are not available please telephone the Pastoral Office who will immediately deal with your query or where appropriate pass to the Head of Student Services or the Head of Year.

QUESTION: Can I make an appointment to see a member of staff?

ANSWER: Yes, the school values its partnership with parents and you are always welcome to come in to speak to teachers at a pre-arranged time.

QUESTION: How can I make an appointment?

ANSWER: Please telephone the Pastoral Office and they will liaise with the relevant member of staff who will contact you to arrange a mutually convenient appointment.

QUESTION: Can I see a senior member of staff?

ANSWER: Yes, of course. Please contact Pastoral Office or write to the senior member of staff concerned.

QUESTION: How do I know when it is my son/daughter's parents evening or when there are events at the school that I would like to attend?

ANSWER: You will receive a school calendar in September giving you key dates. This is also available on the school website. The school also sends out reminders and newsletters throughout the year. These dates can also be found in your child's Student Planner.

QUESTION: Do I have to wait for parents evening to receive information on my son/daughter's progress?

ANSWER: No. We think it is very important that you are kept regularly informed of your child's progress and you are welcome to contact us at any point if you have any concerns. A full formal report to parents is also produced annually (refer to school calendar).

QUESTION: How will I be told if there is a concern about my son/daughter's behaviour?

ANSWER: If the incident is serious or there is a pattern of behaviour causing concern, you will be notified by your son/daughter's Head of Year.

QUESTION: What happens when my son/daughter stays behind for an after school club?

ANSWER: In your son/daughter's Student Planner there is a space to indicate clubs or events attended to inform you of the times and dates of such clubs, especially the time your child should be collected. It is the responsibility of your child to enter these details so that you are kept informed. Alternatively they will receive an official team sheet with details of matches/tournaments 2 days before an event with regards to sport and PE.

QUESTION: What if my child is late for school or absent?

ANSWER: If there is a genuine reason, then a note to the student's Form Teacher will suffice. If your son/daughter is late of their own accord, it will be noted, and you will be informed if there is persistent lateness. You must contact school on each day of absence informing us of the reason for absence and likely date of return. If your child is late after registration has ended they MUST sign in at the Pastoral Office.

QUESTION: What is the name of the Head of Year 7?

ANSWER: Mr Woodbridge is the Head of Year 7. He has the overall responsibility for ensuring your son/daughter makes progress.

QUESTION: What is the Personal Tutor System?

ANSWER: All students are allocated a Personal Tutor who takes a professional interest in and shows concern for his/her student's academic and pastoral well-being throughout the whole of their secondary school career. You will meet them regularly across the year during Parent Consultation days. There are weekly meetings of Personal Tutor Groups during which time there are discussions with individuals/year groups as required. Tutors work with students to set targets following the publication of academic reports. Tutors collate annual reports, distributing and discussing these reports at annual parent's evenings/consultation days. Tutors offer individual information, advice and guidance to students as necessary, and liaise with other staff and with parents where appropriate.

ICT ACCEPTABLE USE-STUDENT POLICY

1.00 Introduction

Bishop Challoner Catholic College provides a range of ICT equipment for use by students. It is provided for the educational benefits of all students and not for personal or leisure use. Students are encouraged to use and enjoy these resources, so it is important to ensure that no damage, malicious alteration or inappropriate use is made of the equipment. The use of ICT equipment is not a right to any student but rather a privilege and based on strict adherence to the rules stated below.

2.00 Rules for Responsible ICT Use

- 2.01 It is essential that students who use laptops/netbooks backup all their data on a regular basis. It is their responsibility to ensure all data, especially schoolwork, is backed up to an external medium such as a memory stick and/or RM-Connector (if available to them).
- 2.02 Students are responsible for their designated area on the school computer network, school email system and the VLE, and should not make their logins and passwords available to anyone or permit anyone else to use their areas.
- 2.03 Students must not access or attempt to access areas/files for which they do not have authorisation (Computer Misuse Act 1990).
- 2.04 All computer-based activity must be appropriate and relevant to school work.
- 2.05 Students must not copy documentation or software without the permission of the owner of the copyright (Copyright Design and Patents Act 1988).
- 2.06 Students must not install applications or attempt to modify configurations on any ICT equipment without appropriate authorisation.
- 2.07 Students must not use inappropriate language in the content of files, emails, web pages or file names.
- 2.08 Students must not copy or download anything unless they know it is legal and not likely to contain a software virus. Intentional downloading of a software virus is strictly not permitted.
- 2.09 Students must never give out any personal details about themselves on the Internet, or arrange to meet someone through an Internet based facility.
- 2.10 Students must not use the school network to deliberately access inappropriate materials. If a user inadvertently accesses inappropriate material in their network area, the Internet or in an email (including attachments), they should immediately inform a member of staff who will then report it to a member of the ICT Support Team or a member of the senior management team.
- 2.11 Students should be aware that the school uses a monitoring and filtering system. The school has the right to check any system or removable device, as well as monitor emails and Internet usage.
- 2.12 Students must take great care of all ICT equipment and should avoid keeping drinks or food near ICT equipment.
- 2.13 Students are responsible for the management of their network areas including deleting or archiving any work where appropriate.

- 2.14 Students may use removable storage media only for authorised purposes.
- 2.15 The school network must not be used for any unauthorised commercial reasons e.g. buying and selling goods

3.00 Sanctions

- 3.01 If these rules are deliberately broken students could be stopped from using the Internet/ICT facilities.
- 3.02 Additional sanctions may be taken by the school in line with existing practice regarding inappropriate behaviour. For serious violations, fixed or long-term exclusion may be imposed.
- 3.03 Where appropriate, police may be involved or other legal action taken.

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SCHOOL EMAIL/INTERNET INFORMATION

In September your son/daughter will be given a school internet password and an email account. We have systems fitted with a filter device to screen out most inappropriate material. However no-one can give a 100% guarantee that the students will not find a way to access unsuitable material. We believe that the benefits to the students from access to the Internet exceed any disadvantages. However students need to keep to the following rules:

- Never give any personal details on the Internet, including home address, phone number, picture
- Do not give your password to anyone, including your friends
- Never arrange to meet someone with whom you have communicated on the Internet
- Do not stay connected to a chat facility if someone says something that makes you feel uncomfortable or worried
- The school reserves the right to examine emails and monitor Internet sites visited.

Internet accounts can be accessed from the following site:

<http://mail.office365.com>

There are links available from this homepage to some very useful websites, and more information about these will be circulated next term.

Further information about internet/email safety can be found on the following websites:

<http://www.bbc.co.uk/schools/parents/life> and follow the link 'Helping at Home'

<http://www.childnet-int.org>

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet>

If you would like to discuss any of these matters please contact me Mr Andy Baker, Director of ICT and Innovation at school or email a.baker@bishopchalloner.bham.sch.uk.

DATA PROTECTION INFORMATION

At Bishop Challoner Catholic College we are always keen to celebrate and publicise the good work undertaken by students within the school. One of the ways we record these achievements is by taking photographs of the students involved in a range of activities. Some of these photographs may be used within internal publications (e.g. end of term newsletters), within external publications (e.g. sporting magazines, local and national press etc.) and may also be published on the school's official website.

To comply with the Data Protection Act we are required to seek parental permission to use such images of young people. Therefore we would be grateful if you could complete the consent form in section 2 to confirm your parental consent for the use of any photographs/video images involving your son/daughter.

Failure to return the slip in section 2 will mean we are unable to use your child's image as detailed above.

This consent will extend across the whole of your child's time at Bishop Challoner College. However, should circumstances change and you decide to withdraw your consent please notify the school in writing addressing the correspondence to the Pastoral Office.

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SIMS LEARNING GATEWAY

Parents/carers will now have access to SIMS Learning Gateway, an online service to see up to date information on your child and current information on the school. The web address is www.misonline.org.uk/schools/bc.

You can access your child's attendance, ensure that key information retained by the school (e.g. contact details) is correct and see what lessons your child has every day in their online timetable.

To enable us to issue you with your individual username and secure password please read, accept (by signing) and return the SLG Parent Agreement enclosed. The SLG Parent Agreement is also available to download from the school website. We will issue passwords once we are in receipt of your signed document—please contact Miss Hearnden on 0121 444 4161 or email slg@bishopchalloner.bham.sch.uk if you do not receive further communication.



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SCHOOLCOMMS COMMUNICATION

To keep your child/ren safe and ensure their well-being, we are constantly looking for ways to improve our links with you and keep everyone up-to-date and well informed. As sending written information home is sometimes unreliable; we have decided to implement Schoolcomms, an electronic school communication system. This will enable you to receive all your information from school quickly and reliably. We can send letters by email to your inbox and short messages directly to your mobile phone as a text message, or if you have an Apple or Android mobile phone, by app message.

You will:

- Receive letters more reliably and promptly
- See letters in your inbox like any other email
- Get a short text or app message if we need to contact you urgently
- Still get paper letters if you don't have email
- Not need to rely on your child for delivery

We can:

- Send more letters and information
- Save on admin time, printing and paper
- Contact you urgently when necessary

Next steps:

1. The school will use the email address and mobile number that we hold for the Priority one contact(s).
2. Go to your app store and search for "School Gateway" and download the app
3. Once downloaded, select the "I'm a New User" button; enter your email address and mobile number that we have on record for you. Select Send PIN and a PIN number will be text to your mobile phone
4. Log in with your email address and the PIN, your account is now active and you will receive instant notifications of messages in your notifications bar
5. If you change your contact details please let the school know as soon as possible

Schoolcomms is registered with the data protection act. All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material.

If you have any questions or concerns please contact the Pastoral Office at school.



SCHOOLCOMMS ONLINE PAYMENT

Finding the right change or writing a cheque for the school trip or other items for school can be tiresome and time consuming. You or your child has to take the payment/s to school and the school office has to count and record it. At school, we have decided to use *Schoolcomms* to offer you an online payment method which puts you in control. You can access it at any time, track how much you have paid, what is outstanding and make payments directly to us using your debit or credit card.

Getting started

You will need to register for a School Gateway account from www.schoolgateway.com. You will need to enter your email address and mobile number we have on record for you and it must be the same as the one you have provided in Section 3.

When you have entered your email address and mobile number, select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/ make payments.

The logo for Schoolgateway, featuring the word "Schoolgateway" in white text on a teal rounded rectangular background.

Payment requests

When there is money owing to school by you, we can set up payment requests and you will be notified by text or email that there is a payment request available. Simply log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the Wizard through to pay.

Convenient

You can give your consent for trips online, saving you the need to fill out permission slips and write notes into school about trips. When a trip is due you will be sent a text or an email to let you that you need to log in to the school gateway and give your consent, it's as easy as that.

You can see a record of the payments that you've made and receipts are sent to your registered email address for all transactions you make. Depending on your school you will be able to see what meals have been taken by your child and your current meal balance and receive reminders to top up when you are getting low.

The new system removes the need to send money into school with your child, removing the chance of money going astray, making it convenient for you to pay when it suits you, from anywhere at any time of day or night.

Secure

Your card details are not visible or stored in the *Schoolcomms* or school system. All card information is processed by Barclaycard.

You log in using the email address registered with the school and with your PIN number.

If you have any questions about this, please contact the Pastoral Office at school.

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BIOMETRIC FINGERPRINT SYSTEM

Bishop Challoner Catholic College has a cashless catering system in place for **all** food and drink purchases throughout the school day.

We have a Biometric Fingerprint system as this completely alleviates the need to remember a card, or problems if they are lost or stolen. When students reach the till they simply place their fingertip on the scanner, which verifies the students' identity and debits their account with the value of their purchases. Biometric scanning does not store a picture of the fingerprint, just a jumbled computer code that is only used in the identification process. This fully complies with the Data Protection Act as it does not store any information that could be of use to other organisations.

Pupils will be informed about the system and given training on how to use it.

For your convenience and to assist us in our administration of the service, payment by cheque is encouraged. However if you wish your child to bring 'dinner money' the facility for accepting cash payments for the day or a number of days will of course always be available. However, all cash will have to be entered into the system by using the two automatic cash terminals that are located in the main school building.

One of the facilities of the system is that it can provide you, if you wish, with a report detailing each item of food served to your child, each credit made to the system, for any time period, and show a current balance.

Some of the advantages of this system include:-

- Automatic and anonymous allocation of credit for children entitled to free school meals.
- Removing the need for students to carry money alleviating many of the associated problems of cash within schools, including losing money or theft.
- The convenience of paying for school meals on one cheque for what ever time period suits, no more looking for change every morning. If you have more than one child in school, you still only need to send one cheque, but indicate on the back of the cheque the values to be added to each child's account.
- Reduction of queuing times through increased speed of service.
- Specific food allergy ingredients can be barred automatically.
- Students acquire important life skills by being responsible for their own account.
- Discourages the misuse of school dinner money through spending in shops outside of the school grounds.
- A daily spend allowance can be implemented.
- Increases parental control over lunch purchases.

In order for us to get the system underway, in your child's first week in September they will need to provide their fingerprint so their details are matched on the system. As advised above, this is totally compliant with the Data Protection Act 1998 as it does not store any information that could be of use to other organisations, and only stores the print as a unique number. To enable us to take your child's fingerprint we need your written consent, as required under the Protection of Freedoms Act 2012 (sections 26 to 28). **To this end please can you complete the form at the back section of the**

booklet and return on Induction Day. Alternatively please return your completed slip to Miss Hollie Hearnden at Bishop Challoner by the end of term. However should any parent not wish their child's print to be taken, please can you advise me in writing so that I can arrange for your child to be excluded from this registration and advised as to what they need to do as an alternative. Please ensure that this notification is received by 1st September 2014 at the latest.

You can do this by email to k.hall@bishopchalloner.bham.sch.uk or alternatively by letter to me at the College's address.

Many thanks,

A handwritten signature in blue ink that reads "Kate Hall". The signature is written in a cursive style with a period at the end.

Kate Hall
Strategic Business Director.

Bishop Challoner Catholic College wishes to continue to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of catering. The information from your child that we use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with school meals.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- (a) the school *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system for the purpose of catering.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance

This can be found via the following links:

Department for Education's '*Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff*':

<http://www.education.gov.uk/schools/adminandfinance/schooladmin>

ICO guide to data protection for organisations:

http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

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THE SCHOOL DAY 2014/2015 YEAR 7

Monday

8.30	-	8.40	Staff Briefing
8.40	-	8.50	Registration
8.50	-	9.50	Period 1
9.50	-	10.50	Period 2
10.50	-	11.10	Break
11.10	-	12.00	Period 3
12.00	-	12.40	Lunch
12.40	-	1.30	Period 4
1.30	-	2.20	Period 5
2.20	-	3.10	Period 6
3.10			End of School

Tuesday - Thursday

8.30	-	8.40	Staff Briefing
8.40	-	8.50	Registration
8.50	-	9.50	Period 1
9.50	-	10.50	Period 2
10.50	-	11.10	Break
11.10	-	12.10	Period 3
12.10	-	12.50	Lunch
12.50	-	1.50	Period 4
1.50	-	2.50	Period 5
2.50	-	2.55	Registration
2.55	-	3.10	Form Period/Assembly
3.10			End of School

Friday

8.30	-	8.40	Staff Briefing
8.40	-	8.45	Registration
8.45	-	9.45	Period 1
9.45	-	10.45	Period 2
10.45	-	11.00	Break
11.00	-	12.00	Period 3
12.00	-	12.30	Lunch
12.30	-	1.30	Period 4
1.30	-	2.30	Period 5/Registration
2.30			End of School
2.30	-	3.30	Staff Planning

**PROVISIONAL
SCHOOL TERM DATES: 2014-2015
YEAR 7**

Autumn Term 2014

Monday 1st September to Friday 24th October

Half Term Holiday: Monday 27th Oct to Friday 31st Oct (1 week)

Monday 3rd November to Friday 19th December

Christmas Holiday 2014: Monday 22nd Dec to Friday 2nd Jan (2 weeks)

Spring Term 2015

Monday 5th January to Friday 13th February

Half Term Holiday: Monday 16th Feb to Friday 20th Feb (1 week)

Monday 23rd February to Friday 27th March

Easter Holiday 2015: Monday 30th March to Friday 10th April (2 weeks)

Summer Term 2015

Monday 13th April to Friday 22nd May

Half Term Holiday: Monday 25th May to Friday 29th May (1 week)

Monday 1st June to Monday 20th July (to be confirmed)

Inset Days 2014 – 2015

Friday 24th October

Friday 19th December

Friday 27th March

Friday 1st May – Moderation Day

Friday 26th June

CATERING



Our Food Policy

Bishop Challoner College has its own in house catering team that provide a varied, healthy and nutritious menu. The catering team are also committed to government guidelines and try to exceed them where possible. The canteen offers a varied menu throughout the day – breakfast, break and lunch, providing nutritious home cooked meals using as many fresh ingredients as possible.

Overall, the school recognises the important connection between healthy diet and student's ability to learn effectively. The catering team help students make healthier choices by increasing awareness about food nutrition and we achieve this through leaflets, competitions and food taster days.

This is further supported by the school food policy of no carbonated sugar drinks, chocolate or chewing gum on the premises. We do not serve cakes or biscuits at break and only allow one per pupil at lunchtime. We hold prices on healthy options passing on increases through indulgent items as a recovery.

In accordance with the wishes of the Bishop of England and Wales, we practice the abstinence of meat therefore we no longer serve meat on a Friday.

Furthermore, we have been encouraging students to try a range of foods with our monthly Round the World theme. This event gives students an opportunity to taste foods from around the world.

Biometric Cashless System

The Biometric system is a finger print software which allows students to make payments through the use of self-service kiosks. It reduces the responsibility of carrying money and allows pupils to keep an account of their balance. Furthermore, parents can request a report of what their child has purchased, we also have the ability to set up a daily spend limit. Most importantly, the biometric system alerts our staff to any allergies. If your child has allergies please inform the school. We do prefer parents to pay via cheque although this is not mandatory.

The biometric system has reduced the stigma attached with Free School Meals (FSM) students are less apparent which has makes them feel better.

The Catering Managers Mrs Angela Edmond and Ms Wendy Ashton, welcome any comments parents' may have or if you want to discuss any concerns about allergies etc. please contact us on 0121 441 6132 or email catering@bishopchalloner.bham.sch.uk.

For more information on our Biometric payment scheme please see details on pages 13-16.

Free School Meals

We want to ensure that every child entitled to a free school meal can enjoy it without fear of embarrassment so at Bishop Challoner we have a cashless biometric system. This is a highly effective long term strategy to tackling the problems of stigma surrounding free school meals. By removing cash from school canteens, free school meals pupils are immediately given anonymity. In March 2008 the School Food Trust conducted research into cashless catering systems and identified the following benefits:

For Pupils

- Removes stigma for free school meals by protecting their anonymity at the point of sale.
- Reduces queuing by speeding up delivery at the point of sale.
- Easy to use.

For Parents

- Can pay by cash or cheque directly to the school finance officer which ensures the money is used to purchase a school lunch.
- Can request a report on the eating habits of their child.
- Can set a daily spend limit.
- Alert staff to any allergies.

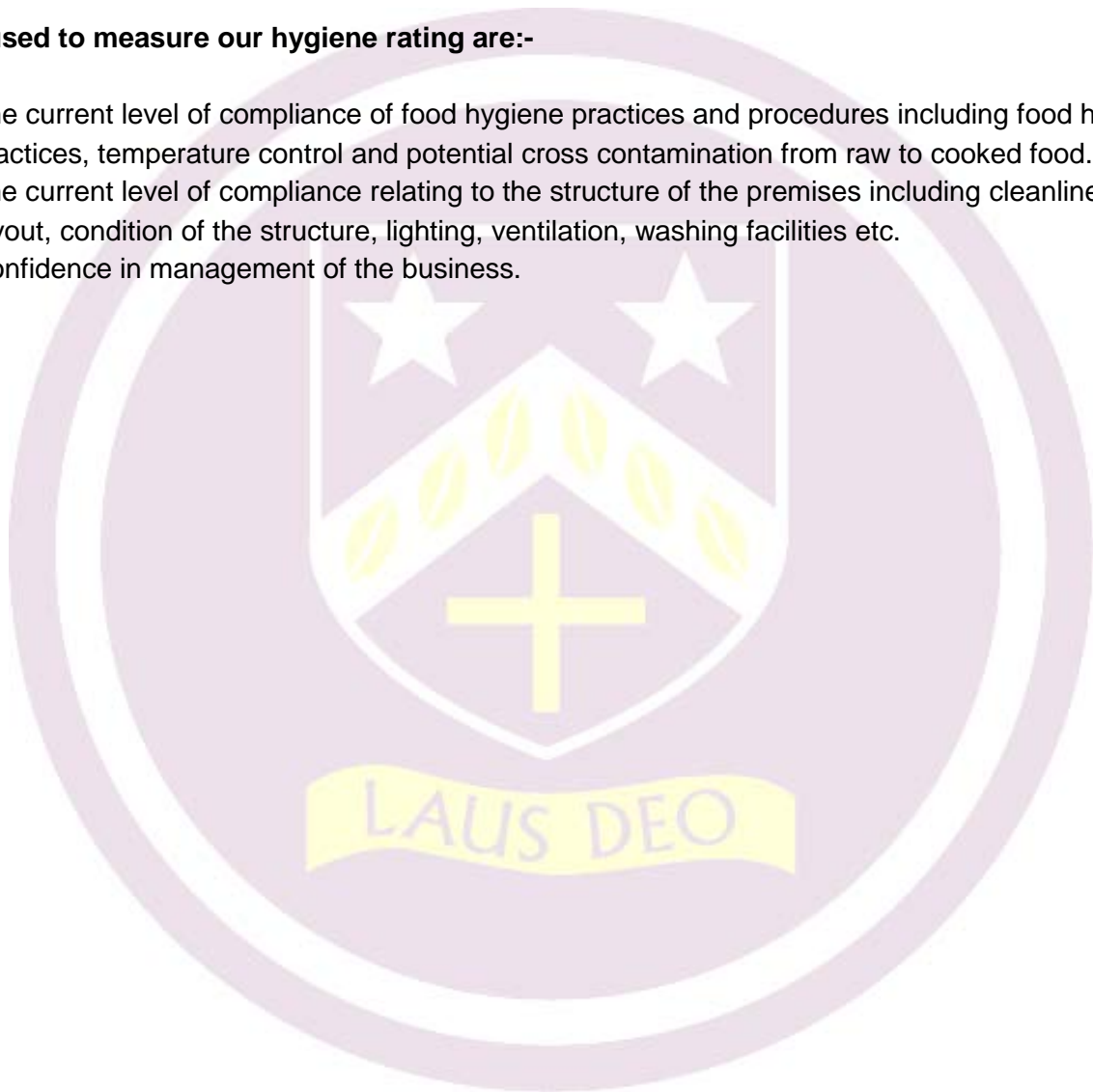
For information on Free School Meals and to see if your child qualifies, please contact Mrs Houldcroft on 0121 444 4161 or e-mail l.houldcroft@bishopchalloner.bham.sch.uk.

Food Hygiene

The canteen has a 5H award for hygiene, the highest food award.

Criteria used to measure our hygiene rating are:-

1. The current level of compliance of food hygiene practices and procedures including food handling practices, temperature control and potential cross contamination from raw to cooked food.
2. The current level of compliance relating to the structure of the premises including cleanliness, layout, condition of the structure, lighting, ventilation, washing facilities etc.
3. Confidence in management of the business.



MENU AND DAILY DEALS

BREAKFAST	COST	BREAK (includes breakfast menu)	COST	LUNCH	COST
Toast	17p	Sandwiches	£1.16	Hot Filled Panini's and Wraps from	£1.21
Bacon Sandwich	56p/£1.11	Baguettes	£1.46	Jacket potato	70p
Beans on Toast	66p	Bacon & Cheese Wrap	81p	Fillings from	36p
Croissant	56p	Cheese & Bean Panini	76p	Soup and roll	£1.25
Pancakes	33p	Cheese & Ham Panini	76p	Pasta Bar	£1.56
Yoghurt	56p	Sausage Roll (Thursday only)	71p	Salad Bar	£1.75
Crumpet	33p	Sausage Sandwich (Thursday only)	56p/£1.11	Sandwiches	£1.16
Cereal	56p			Baguette	£1.56
Cheesy Muffin	56p			Pizza from	56p
Fresh fruit from	26p			Fresh Fruit	26p
Orange/Apple juice from	31p			Homemade cakes and desserts from	31p
Bottled Water from	56p			Yoghurt	51p

MAIN COURSES £1.15 (Daily Vegetarian and Pasta Bar meals also available)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	Roast Beef	Chicken Tikka	Wok in a Box	Chilli with Rice	Fish & Chips
WEEK 2	Roast Pork	Chicken Balti	Mexican Chicken & Rice	Beef Chassuer	Fish & Chips
WEEK 3	Roast Turkey	Beef Rogan Josh	Chilli Chicken	Shrewsbury Lamb	Salmon Fish Cake & Chips
WEEK 4	Roast Beef	Thai Red Curry	Wok in a Box	Spaghetti Bolognaise	Fish & Chips
WEEK 5	Roast Turkey	Chicken Tikka	Cottage Pie	Chilli	Fish & Chips
WEEK 6	Roast Lamb	Chicken Balti	Beef Hot pot	Beef Enchiladas	Scampi and Chips
PASTA BAR	Chicken Torino Arrabbiata	Chicken Tikka Arrabbiata	Spicy Sausage Arrabbiata	Bolognaise Arrabbiata	Arrabbiata
MAIN COURSE MEAL DEAL	Any main course with a drink and a piece of fruit or cake. £2.00		BAGUETTE MEAL DEAL	Fresh baked and filled baguette with an apple or orange juice carton and a piece of fruit or a cookie. £2.00	

Section 2

UNIFORM AND STANDARDS



SCHOOL UNIFORM

School uniform can be purchased from Clive Mark Schoolwear and John Lewis. Both suppliers stock all items of the main school uniform and it is available to purchase online and in store. Sports kit can only be purchased at Clive Mark

GIRLS	BOYS
Black blazer with school badge Royal blue, long sleeved, V neck jumper or sweatshirt (Year 11 jumper is maroon) Jumpers/sweatshirts must not carry a motif Black plain or pleated skirt of knee to mid calf length worn on the waist not the hips (maximum of 5 cm above the knee) Black full length school trousers (not flared/skinny/leggings/ hipsters/black jeans) White or blue shirt style blouse School tie (maroon and silver for Year 11) Plain black opaque tights Formal black school shoes with a low broad heel (No trainers and no colours on the shoes)	Black blazer with school badge Royal blue, long sleeved, V neck jumper or sweatshirt (Year 11 jumper is maroon) Jumpers/sweatshirts must not carry a motif Black school trousers (not black jeans) White or blue shirt School tie (maroon and silver for Year 11) Formal black school shoes (No trainers and no colours on the shoes) Trainers/Trainer type shoes and Timberland type mountaineering boots are forbidden
<p>Students are required to wear the standard uniform of blazer, tie, white/blue shirt with black school trousers (or knee length black school skirt for girls). Girls are also reminded that if they choose to wear a skirt, then they should wear plain, black, opaque tights. Students are reminded that black school shoes should be worn and that trainers/trainer style shoes are forbidden.</p>	
<p>SPORTS KIT Girls & Boys</p> White Polo short sleeved shirt with school badge Navy tracksuit bottoms with school badge Royal blue shorts with school badge Royal blue fleece with school badge Royal blue football socks with white trim Trainers or running or cross trainers (pumps or vans are strictly not allowed) Additional Information: Black/Navy plain swimming costume (only required in year 7) Optional royal blue rain jacket with school badge which can be bought from Clive Mark.	

DRESS CODE

- Students are not allowed to wear makeup, nail varnish, acrylic nails or jewellery to school at any time. One pair of plain gold studs for girls only and these must be removed for PE.
- In order to complement the smart school uniform we insist that students' hair is smart in appearance and that students do not have shaved/razored hair styles or lines/patterns shaved into the hair. Extreme changes of hair colour are also not permitted. The final decision as to whether a particular haircut/style is appropriate is at the discretion of senior staff.

We hope that all students will co-operate fully with the above dress code. The final decision as to whether a students' appearance is appropriate or not rests with the school.

SPORTS KIT

Students must bring their PE kit to every PE lesson even if they have a note as the PE staff will involve students in refereeing, scoring or to analyse the performance of other students. Students will be expected to wear the PE kit provided if they fail to bring their own. All PE kit is available from Clive Mark and will carry the Bishop Challoner School crest. Clive Mark will also produce a rain jacket (with school crest) that may also be purchased and worn outdoors when the weather is poor.

Bishop Challoner has updated their PE kit after taking on board the opinions of our Student Sports Council. The fresh new style consists of a cool flow material with a modern look that the pupils at Bishop Challoner will enjoy wearing.

PERFORMING ARTS

P.E Kit (Excluding socks and trainers)

School Performing Arts T-shirt (See Miss Williams)

Socks with grips at the bottom



PERSONAL EQUIPMENT

Students require all the usual writing materials: pen, pencil, rubber, ruler etc. We strongly recommend that students use a memory stick for backing up their computer files. A strong school bag is essential to keep equipment and books in good condition.

ACCEPTABLE SHOES

BOYS



GIRLS



UNACCEPTABLE SHOES



ACCEPTABLE TROUSERS

BOYS



GIRLS



UNACCEPTABLE TROUSERS



Section 3

FORMS TO BE RETURNED



PLEASE COMPLETE AND RETURN – ALL BOXES TO BE FILLED IN

Please note that the mobile number and email address given in priority one will be the number used for our text messaging service and for future email communication including attendance and progress information

Student Name _____

Form _____

PRIORTIY FOR EMERGENCY CONTACT	RELATIONSHIP TO CHILD	NAME	FULL ADDRESS INCLUDING POSTCODE	PHONE NUMBERS
1				Home: Work: Mobile: Email:
2				Home: Work: Mobile: Email:
3				Home: Work: Mobile: Email:

Siblings currently at Bishop Challoner Catholic College

Name _____

Year _____

Name _____

Year _____

Name _____

Year _____

Name _____

Year _____

Bishop Challoner Catholic College

ETHNIC MONITORING FORM Page 1

CONFIDENTIAL

Pupil's Surname _____

First Name _____

Date of Birth _____

Male/Female _____

Section 1: Ethnic Origin : Please tick one box which best describes your daughter/son's ethnic group

White

British

<input type="checkbox"/>	WENG	English
<input type="checkbox"/>	WSCO	Scottish
<input type="checkbox"/>	WWEL	Welsh
<input type="checkbox"/>	WOWB	Other White British
<input type="checkbox"/>	WIRI	Irish
<input type="checkbox"/>	WIRT	Traveller of Irish Heritage
<input type="checkbox"/>	WCOR	Comish
<input type="checkbox"/>	WROM	Gypsy/Roma

Any other White Background

<input type="checkbox"/>	WALB	Albanian
<input type="checkbox"/>	WBOS	Bosnian-Herzegovinian
<input type="checkbox"/>	WCRO	Croatian
<input type="checkbox"/>	WGRK	Greek
<input type="checkbox"/>	WGRC	Greek Cypriot
<input type="checkbox"/>	WITA	Italian
<input type="checkbox"/>	WKOS	Kosovan
<input type="checkbox"/>	WPOR	Portuguese
<input type="checkbox"/>	WSER	Serbian
<input type="checkbox"/>	WTUK	Turkish
<input type="checkbox"/>	WTUC	Turkish Cypriot
<input type="checkbox"/>	WEEU	White Eastern European
<input type="checkbox"/>	WWEU	White Western European
<input type="checkbox"/>	WOTW	White Other

Mixed Dual Background

<input type="checkbox"/>	MWBC	White & Black Caribbean
<input type="checkbox"/>	MWBA	White & Black African

White and Asian

<input type="checkbox"/>	MWAP	White & Pakistani
<input type="checkbox"/>	MWAI	White & Indian
<input type="checkbox"/>	MWAO	White & any other Asian background

Any Other Mixed Background

<input type="checkbox"/>	MAOE	Asian & any other ethnic group
<input type="checkbox"/>	MABL	Asian & Black
<input type="checkbox"/>	MACH	Asian & Chinese
<input type="checkbox"/>	MBOE	Black & any other ethnic group
<input type="checkbox"/>	MBCH	Black & Chinese
<input type="checkbox"/>	MCOE	Chinese & any other ethnic group
<input type="checkbox"/>	MWOE	White & any other ethnic group
<input type="checkbox"/>	MWCH	White & Chinese
<input type="checkbox"/>	MOTM	Mixed any other background

Asian or Asian British

<input type="checkbox"/>	AIND	Indian
<input type="checkbox"/>	ABAN	Bangladeshi

Pakistani

<input type="checkbox"/>	AMPK	Mirpuri Pakistani
<input type="checkbox"/>	AOPK	Other Pakistani
<input type="checkbox"/>	AKPA	Kashmiri Pakistani

Any Other Asian Background

<input type="checkbox"/>	AAFR	African Asian
<input type="checkbox"/>	AKAO	Kashmiri Other
<input type="checkbox"/>	ANEP	Nepali
<input type="checkbox"/>	ASNL	Sri Lankan Sinhalese
<input type="checkbox"/>	ASLT	Sri Lankan Tamil
<input type="checkbox"/>	ASRO	Sri Lankan Other
<input type="checkbox"/>	AOTA	Other Asian

Chinese

<input type="checkbox"/>	CHKC	Hong Kong Chinese
<input type="checkbox"/>	CMAL	Malaysian Chinese
<input type="checkbox"/>	CSNG	Singaporean Chinese
<input type="checkbox"/>	CTWN	Taiwanese
<input type="checkbox"/>	COCH	Other Chinese

Black or Black British

<input type="checkbox"/>	BCRB	Caribbean
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Black African

<input type="checkbox"/>	BANN	Angolan
<input type="checkbox"/>	BCON	Congolese
<input type="checkbox"/>	BGHA	Ghanaian
<input type="checkbox"/>	BNGN	Nigerian
<input type="checkbox"/>	BSLN	Sierra Leonian
<input type="checkbox"/>	BSOM	Somali
<input type="checkbox"/>	BSUD	Sudanese
<input type="checkbox"/>	BAOF	Other Black African

Any Other Black Background

<input type="checkbox"/>	BEUR	Black European
<input type="checkbox"/>	BNAM	Black North American
<input type="checkbox"/>	BOTB	Other Black

REFU I do not want ethnic origin to be recorded

Any Other Ethnic Group

<input type="checkbox"/>	DAFG	Afghan
<input type="checkbox"/>	DARA	Arab
<input type="checkbox"/>	DEGY	Egyptian
<input type="checkbox"/>	DFIL	Filipino
<input type="checkbox"/>	DIRN	Iranian
<input type="checkbox"/>	DIRQ	Iraqi
<input type="checkbox"/>	OJPN	Japanese
<input type="checkbox"/>	OKOR	Korean
<input type="checkbox"/>	OKRD	Kurdish
<input type="checkbox"/>	OLAM	Latin/South/ Central American
<input type="checkbox"/>	OLEB	Lebanese
<input type="checkbox"/>	OLIB	Libyan
<input type="checkbox"/>	OMAL	Malay
<input type="checkbox"/>	OMRC	Moroccan
<input type="checkbox"/>	OPOL	Polynesian
<input type="checkbox"/>	OTHA	Thai
<input type="checkbox"/>	OYEM	Vietnamese
<input type="checkbox"/>	OYEM	Yemeni
<input type="checkbox"/>	OYEM	Any Other Ethnic Group

Please fill out both pages of this form.

ETHNIC MONITORING FORM Page 2

SECTION 2 : Religious Affiliation

<input type="checkbox"/>	BUD	Buddhist
<input type="checkbox"/>	CHR	Christian
<input type="checkbox"/>	ROC	Christian - Roman Catholic
<input type="checkbox"/>	HIN	Hindu
<input type="checkbox"/>	JEW	Jewish

<input type="checkbox"/>	MUS	Muslim
<input type="checkbox"/>	NON	No Religion
<input type="checkbox"/>	SIK	Sikh
<input type="checkbox"/>	OTH	Any other (Please describe)

<input type="checkbox"/>	REF	Refused
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SECTION 3 : First/Home Language

Please indicate the main language used in home or the community. Please note the list below is of most commonly spoken languages in Birmingham and is for guidance only. School can record almost every language on their system. If your language is not listed below, please tick the 'Any other' box and describe it in space provided.

<input type="checkbox"/>	AFK	Afrikaans
<input type="checkbox"/>	ALB	Albanian/Shqip
<input type="checkbox"/>	ARAI	Arabic (Iraq)
<input type="checkbox"/>	ARAY	Arabic (Yemen)
<input type="checkbox"/>	ARAA	Arabic (Any Other)
<input type="checkbox"/>	BNGS	Bengali (Sylheti)
<input type="checkbox"/>	BNGA	Bengali (Any Other)
<input type="checkbox"/>	SCBB	Bosnian
<input type="checkbox"/>	BSL	British Sign Language
<input type="checkbox"/>	CCE	Caribb. Creole/Patois
<input type="checkbox"/>	CHIC	Chinese (Cantonese)
<input type="checkbox"/>	CHIK	Chinese (Hakka)
<input type="checkbox"/>	CHIM	Chinese (Mandarin)
<input type="checkbox"/>	CHIA	Chinese (Any Other)
<input type="checkbox"/>	SCBC	Croatian
<input type="checkbox"/>	CZE	Czech
<input type="checkbox"/>	DAN	Danish
<input type="checkbox"/>	DUT	Dutch/Flemish

<input type="checkbox"/>	ENG	English
<input type="checkbox"/>	TGLF	Filipino
<input type="checkbox"/>	FRN	French
<input type="checkbox"/>	GER	German
<input type="checkbox"/>	GRE	Greek
<input type="checkbox"/>	GUJ	Gujarati
<input type="checkbox"/>	HIN	Hindi
<input type="checkbox"/>	HDK	Hindko
<input type="checkbox"/>	HGR	Hungarian
<input type="checkbox"/>	IGB	Igbo
<input type="checkbox"/>	ITA	Italian
<input type="checkbox"/>	KAS	Kashmiri
<input type="checkbox"/>	KOR	Korean
<input type="checkbox"/>	KUR	Kurdish
<input type="checkbox"/>	LIN	Lingala
<input type="checkbox"/>	MLY	Malay/Indonesian
<input type="checkbox"/>	MLM	Malayalam
<input type="checkbox"/>	NOR	Norwegian

<input type="checkbox"/>	PHR	Pahari (Pakistan)
<input type="checkbox"/>	PNJG	Panjabi (Gurmukhi)
<input type="checkbox"/>	PNJM	Panjabi (Mirpuri)
<input type="checkbox"/>	PNJP	Panjabi (Pothwari)
<input type="checkbox"/>	PNJA	Panjabi (Any Other)
<input type="checkbox"/>	PAT	Pashto/Pakhto
<input type="checkbox"/>	PRS	Farsi/Dari/Persian
<input type="checkbox"/>	POL	Polish
<input type="checkbox"/>	POR	Portuguese
<input type="checkbox"/>	RMN	Romanian
<input type="checkbox"/>	RUS	Russian
<input type="checkbox"/>	SAM	Samoan
<input type="checkbox"/>	SCB	Serbian
<input type="checkbox"/>	SHO	Shona
<input type="checkbox"/>	SLO	Slovak
<input type="checkbox"/>	SOM	Somali
<input type="checkbox"/>	SPA	Spanish
<input type="checkbox"/>	SWA	Swahili/Kiswahili

<input type="checkbox"/>	SWE	Swedish
<input type="checkbox"/>	TGLG	Tagalog
<input type="checkbox"/>	TAM	Tamil
<input type="checkbox"/>	TEL	Telugu
<input type="checkbox"/>	THA	Thai
<input type="checkbox"/>	TGR	Tigrinya
<input type="checkbox"/>	TUR	Turkish
<input type="checkbox"/>	URD	Urdu
<input type="checkbox"/>	VIE	Vietnamese
<input type="checkbox"/>	CYM	Welsh/Cymraeg
<input type="checkbox"/>	WOL	Wolof
<input type="checkbox"/>	YOR	Yoruba
<input type="checkbox"/>	ZUL	Zulu
<input type="checkbox"/>		Any other (Please describe)

<input type="checkbox"/>	REF	Refused
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This information is provided by:

Parent

Pupil

Date : _____

Data protection Act 1998: In order to administer your child's progress through the education system, the information that we have on your child may be given to DCSF, LA, other education and employment establishments and also to health and welfare practitioners with whom the child may become associated.



MEDICAL & OTHER INFORMATION FORM

Student Name: _____ D.O.B: _____

Doctor Name: _____

Doctor Telephone: _____

Doctor Address: _____

Please note below, any serious illness, accident, operation medical condition, allergy, or regular treatment or medication of which the school should be aware.

Medical Notes:

Lunch Arrangements: (please tick one box only)

Sandwiches School meal paid School meal free

Travel: (please tick one box only)

Public Transport Car Bicycle Walk

Other: _____

Does your child have internet access at home? Yes No

Please list any brothers or sisters who currently attend this school:

Signature _____

Date _____



PARACETAMOL CONSENT

In accordance with advice given by the School Nurse we must now have written consent from Parents/Carers giving permission for paracetamol to be administered.

We would be grateful if you could sign and return the consent form below.

PERMISSION TO GIVE PARACETAMOL

Name of Student: _____

Tutor: _____

I give permission for the school to give my daughter/son a maximum of two paracetamol in any one day, if she/he requests a paracetamol. I recognise that the school cannot take any responsibility if my daughter/son does not explain, when asked, if she/he has taken any tablets prior to this request. This permission will take effect from receipt of this form by the school First Aider. Paracetamol are only available from the school First Aider and only provided if this form has been signed by a parent/carer.

Name of Parent/Carer: _____

Signature: _____

Date: _____



BISHOP CHALLONER CATHOLIC COLLEGE

HOME SCHOOL PARTNERSHIP AGREEMENT

OUR SCHOOL MISSION STATEMENT

*In our Community of Faith in
Bishop Challoner Catholic College
we give glory to God by developing our full potential
and in our service to others
in the name of the Father and of the Son and
of the Holy Spirit*

SCHOOL'S EDUCATIONAL RESPONSIBILITIES

We acknowledge our responsibility to support parents in their task of nurturing their children toward human wholeness within a Christian Community.

Therefore we will:

- Centre all we do on our Mission Statement to fulfil the potential of your child as a child of God.
- Nurture your child's spiritual development via prayer, retreats and enriching experiences of worship.
- Teach a curriculum that is based on the moral principles of the Catholic Church and centred in Christ.
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do, in order to reach their full potential in all aspects of school life, in line with our Mission Statement.
- Provide a secure, stimulating Christian environment in which to learn.
- Ensure that your child is valued for who he/she is and helped to make good progress in their spiritual, moral, emotional and academic development.
- Treat your child with dignity and respect, encouraging them to full human wholeness.
- Do our utmost to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills.
- Provide you with information about your child's progress on at least an annual basis and provide you with opportunities to talk to teachers.
- Keep you well informed about school policies and activities through regular letters and newsletters.
- Set, mark and monitor homework suitable to your child's needs.
- Contact you if there is a problem with your child's attendance and punctuality.
- Inform you of any concerns regarding your child's behaviour, work or health.

Signed
(For and On Behalf of the Governing Body)



PARENTING CONTRACT

PARENT/CARER RESPONSIBILITIES

We acknowledge that we as parents or carers are the primary educators of our children and have an irreplaceable role to play in supporting our children’s learning at school.

Therefore I/We will:

- Support the Mission Statement of the school and the importance it gives to the spiritual growth of my child.
- Ensure my child is encouraged to show respect to teachers and those in authority.
- Ensure my child attends school every day, on time and suitably equipped.
- Inform the school (where appropriate) of any concerns or problems that might affect my child’s work, behaviour or attendance.
- Give my child opportunities for home learning and support homework from school by checking and signing my child’s Personal Organiser.
- Support the school’s policies and guidelines for behaviour and standards.
- Attend parents’ evenings and meetings about my child’s progress.
- Ensure that my child wears full school uniform and has full PE kit
- Encourage my child to be enthusiastic about learning and enjoy school.
- Encourage my child to show kindness and consideration to others.
- Talk to my child about their experiences in school and encourage them to do their best.
- Ensure that the school has up-to-date information for emergency contact.
- Encourage my child to take part in extra curricular activities.

Signed.....(Parent/Carer) Date.....

STUDENT RESPONSIBILITIES

I acknowledge the different and unique talents which God has given me and my responsibility to use them wisely.

Therefore I will:

- Strive to live out the Mission Statement of our school by working hard to achieve my potential and show kindness and concern to my fellow pupils and to those in need.
- Wear full school uniform and bring all the equipment I need for each lesson.
- Attend school every day and on time.
- Be polite and show consideration to others in our school community.
- Be respectful to all adults in our school community.
- Keep to the school rules so that our community can be happy and safe and allow the best of learning to take place.
- Take responsibility for all my actions.

Student’s Name.....

Signed.....(Student) Date.....



APPLICATION FOR FREE SCHOOL MEALS

Child's Name:	
Child's Date of Birth:	
Parent/Carer's First Name:	
Parent/Carer's Last Name:	
Parent/Carer's Date of Birth:	
National Insurance Number:	
Parent/Carer's Address:	
Parent/Carer's Email Address:	
Parent/Carer's Telephone Number:	
Parent/Carer's First Post Code:	

Declaration

I am in receipt and can provide the relevant proof of one of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit (NOT including Working Tax Credit)
- Guaranteed Element of State Pension Credit
- Asylum Seekers
- An Income Related Employment and support Allowance

I agree that the information provided will be used to process my claim for free school meals and other child sources as allowed by law to verify my initial and ongoing entitlement.

I understand that the information may be used to ensure accuracy of records across the local authority and the check against fraud.

I authorise Bishop Challoner Catholic College to process my application on my behalf.

Signature _____

Name (please print) _____



ICT ACCEPTABLE USE – STUDENT AGREEMENT

Student Agreement

As a user of the school ICT resources, I agree to follow the rules on their use, as set out in the Acceptable Use Policy. If I do not follow the rules, I understand that this may result in loss of access to the Internet/ICT resources as well as other disciplinary action.

Student Name:

Form Group:

Signature:

Date:

Parental Agreement

As the parent/carer of the student named above I have read and understand the Acceptable Use Policy and agree to the conditions under which my son/daughter obtains access to the schools' ICT facilities, including the Internet and the school Intranet.

Parent/Carer Name:

Parent/Carer Signature:

Date:



DATA PROTECTION CONSENT FORM

PHOTOGRAPH/VIDEO/WEBSITE PERMISSION SLIP

Student Name.....

I give permission for photographs/video footage containing images of my son/daughter to be used for school achievement publicity purposes including use on the school official website. I note that should circumstances change and I wish to withdraw consent I shall do so in writing addressing the correspondence to the Pastoral Office.

Signed.....(Parent/Carer) **Date**.....

Please Print Name.....(Parent/Carer)



SLG PARENT AGREEMENT

Only Parents authorised by Bishop Challoner Catholic College may use the SIMS Learning Gateway (SLG).

The SLG is available to all parents of students attending Bishop Challoner Catholic College as approved by the Headteacher.

Users of SLG are responsible for ensuring it is used in a secure way.

All users must comply with the following provisions:

- SLG Parent Users must ensure that unauthorised users are not allowed to access Bishop Challoner Catholic College student information.
- Users must select a password that complies with the SLG minimum standards and is kept confidential at all times.
- Users must take all reasonable steps to make sure that their machine is physically secure when logged in (e.g. do not leave a machine unattended without activating a password protected screen saver).
- All parents are required to inform Bishop Challoner Catholic College if they no longer require the service.
- All users are required to conform to the Data Protection Policy of Bishop Challoner Catholic College (found under the 'Policies' section of the School's website).
- Any users found to have violated this policy will have their SLG access revoked and further action may be taken. Bishop Challoner Catholic College reserves the right to withdraw SLG access privileges at any time with no reason given.

SLG - ACCEPTABLE USER POLICY

- All users must understand that data protection policy requires that any information seen by them with regard to pupil information, held within the school's information management system (SIMS), must be kept private and confidential EXCEPT when it is deemed necessary that they are required by law to disclose such information to an appropriate authority
- All users must agree that they will not compromise confidentiality by logging on to SLG in public places where unauthorised persons might see the screen.
- All users must agree to keep their log-on username and password private and must not leave them where others can find them.
- All users must agree to always log off when they have finished working or are leaving the computer unattended.

I have read, understood and agree to abide by the above terms and conditions.

Student Name:		Form
Name	Signature:	
Date:	e-mail address:	



SCHOOLCOMMS CONSENT TO GIVE ONLINE CONSENT FOR TRIPS ETC.

Child's name	
Priority one contact	
Priority one email address	
Priority one mobile number	
Signature for giving consent online for trips etc	
Date	

ALL INFORMATION MUST MATCH THE PUPIL DATA FORM



CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the school taking and using information from your child's fingerprint by Bishop Challoner Catholic College as part of an automated biometric recognition system. This biometric information will be used by Bishop Challoner Catholic College for the purpose of catering.

In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she either leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school at the following address:

Bishop Challoner Catholic College
Institute Road
Kings Heath
Birmingham
B14 7EG

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

Having read guidance provided to me by Bishop Challoner Catholic College, I give consent to information from the fingerprint of my child:

Student Name.....

being taken and used by Bishop Challoner Catholic College for use as part of an automated biometric recognition system for catering.

I understand that I can withdraw this consent at any time in writing.

Name of Parent/Carer:

Signature:

Date: